Budget Entry Cheat Sheet

Entry Basics:

Find the FOAPAL (fund, org, account, program, activity, location) line you would like to enter budget on and enter the recurring/permanent budget in the proposed budget column.

If you do not have the FOAPAL line you need in your data, scroll down to the last line of data and enter it there. Make sure that you have the fund, organization, account, program, and activity/location (if needed) codes for that budget.

If you decide to copy a line and insert, please remember to zero out the base budget amounts on the new line (otherwise base budget will be incorrect for balancing).

In the snip below the first highlighted line in row 21 was copied from the line in row 20. Notice that the base budget dollars were removed and an activity code was added for the new line (in row 21). The second highlighted line in row 31 is a newly added line, entered at the bottom of the dataset. Notice that the key FOAPAL elements are entered in the appropriate columns along with the proposed budget.

If the line you are copying includes an index, please remember that any changes to any FOPAL (fund, org, program, activity, location) element would require the removal of the index from that row, as an index is a shortcut for a specific FOPAL string.

	Fund	Index	Organization	Account Type 1	Account Type 2	Account	PROGRAM	ACTIVITY	LOCATION	Perm Base Budget	Perm Proposed Budget	Note
14	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	60~Labor	61~Unclassified Salaries	10103~Admin Salaries	61001			500,000	800,000	carry
15	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	60~Labor	69~Other Payroll Expenses	10923~OPE Blended 9 mth Faculty/Exec	61001			50,000	50,000	
16	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	60~Labor	69~Other Payroll Expenses	10922~OPE Blended 12 mth Faculty/OAs	61001			380,000	380,000	
17	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	70~General Expense	71~Service & Supplies	22001~Telephone	61001			5,000	5,000	
18	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	70~General Expense	71~Service & Supplies	35000~Travel	61001			15,000	19,389	
19	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	70~General Expense	71~Service & Supplies	28600~Conferences/Entertainment/Etc	61001			15,000	25,000	
20	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	70~General Expense	71~Service & Supplies	20201~Computer and IT Peripherals <$5,000	61001			6,000	6,000	
21	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	70~General Expense	71~Service & Supplies	24000~Rentals, Leases, and Licenses	61001	BRPS35			500	
22	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	70~General Expense	71~Service & Supplies	20000~Services & Supplies Expense	61001			2,000	2,000	
23	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	88~Budget Reserves for Future FYs	89~Budget Reserves for Future FYs	9B000~Budget Designated for Future FYs	61001				(314,389)	carry
24	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	88~Budget Reserves for Future FYs	89~Budget Reserves for Future FYs	9C000~Budget for Current FY	61001			3,000		
25	001100~General Fund - Tuition and Fees	Z2DUCK~Duckweb Operations	333100~Duckweb Office	88~Budget Reserves for Future FYs	89~Budget Reserves for Future FYs	9X000~Budget Reductions	61001			(3,000)		
26	001100~General Fund - Tuition and Fees	Z2DWEB~Duckweb Project 1	333100~Duckweb Office	88~Budget Reserves for Future FYs	89~Budget Reserves for Future FYs	9B000~Budget Designated for Future FYs	61001	BLOPE		-		
27	195001~Agate Hall Vending	Z2TEAM~Duckweb Team Training	333100~Duckweb Office	50~Revenue	56~Sales and Services Revenue	06004~Vending Machines	61001			(500)		
28	195001~Agate Hall Vending	Z2TEAM~Duckweb Team Training	333100~Duckweb Office	70~General Expense	71~Service & Supplies	20000~Services & Supplies Expense	61001			465		
29	195001~Agate Hall Vending	Z2TEAM~Duckweb Team Training	333100~Duckweb Office	70~General Expense	76~Indirect Costs	70002~Internal Admin Costs	61001			35		
30	195001~Agate Hall Vending	Z2TEAM~Duckweb Team Training	333100~Duckweb Office	88~Budget Reserves for Future FYs	89~Budget Reserves for Future FYs	9B000~Budget Designated for Future FYs	61001			-		
31	001100		333100			20000	61001	BRP519			5,150	
32												

Balancing Solutions in entry for overages and/or surplus

If you have more recurring expense than you have budget (or revenue), you will need to balance the Proposed Budget column by using a 9C entry. The first entry will be using a negative budget on a 9C account (e.g. entry (314,389) under the Proposed Budget in line 23) along with a note. The second entry will be a note on the account code(s) associated that are the driver(s) of the overage (note on line 14).

Alternatively, if you have a surplus of budget (or revenue) and would like to set it aside for a future year please place it in a 9B account. Please don't forget a note for that line and include in your budget narrative.

The notes column is not a replacement for the budget narrative.

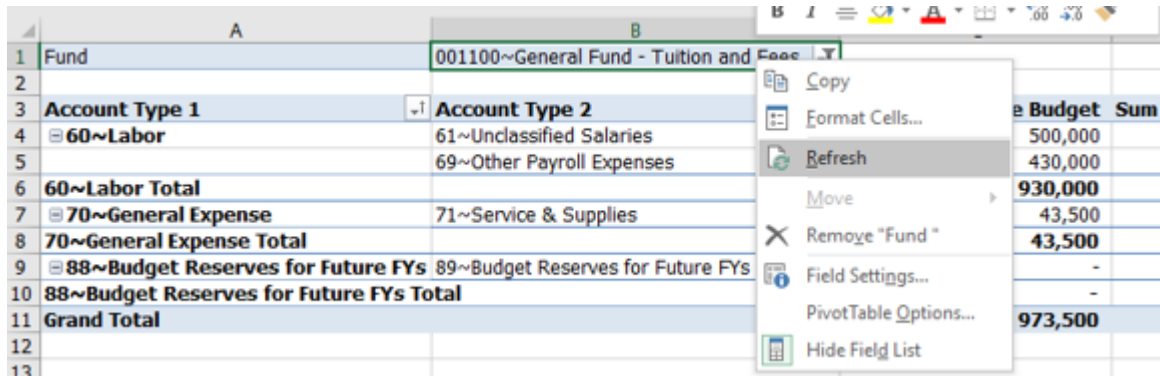|	Index	Organization	Account Type 1	Account Type 2	Account	PROGRAM	ACTIVITY	LOCATION	Perm Base Budget	Perm Proposed Budget	Notes
13											
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Balancing Basics:

- General Fund, State Target, ICC, & IFee budgets need to balance to base budget.
- All other funds should balance to zero by revenue less expenses.

How to refresh pivots to check your balances-

You can either use the pivot table tools
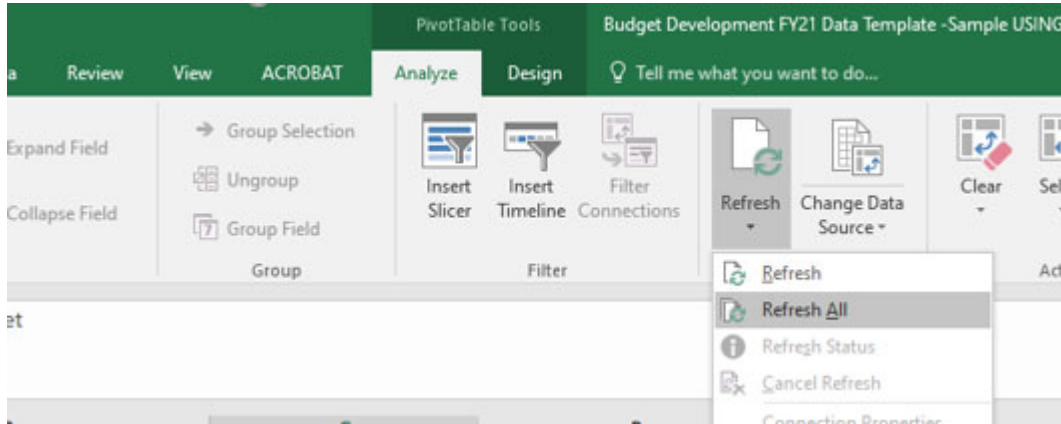
Or you may refresh in the pivot itself by right clicking on a field within the pivot and selecting refresh

Allocated Fund Check Pivot example of balanced fund

	A	B	C	D	E
1	Fund	001100-General Fund - Tuition and Fees			
2					
3	**Account Type 1**	**Account Type 2**	**Sum of Perm Base Budget**	**Sum of Perm Proposed Budget**	**Sum of Change Perm**
4	⊟60-Labor	61-Unclassified Salaries	832,058	832,058	0
5		69-Other Payroll Expenses	595,186	595,186	0
6	**60-Labor Total**		**1,427,244**	**1,427,244**	**0**
7	⊟**70-General Expense**	71-Service & Supplies	101,506	101,506	0
8	**70-General Expense Total**		**101,506**	**101,506**	**0**
9	⊟**88-Budget Reserves for Future FYs**	89-Budget Reserves for Future FYs	7,396	7,396	0
10	**88-Budget Reserves for Future FYs Total**		**7,396**	**7,396**	**0**
11	**Grand Total**		**1,536,146**	**1,536,146**	**0**
12					

Fund Check (non-allocated) Pivot example of balanced fund

	A	B	C
1	Fund	195999-Puddles Aux	
2			
3	**Account Type 1**	**Account Type 2**	**Sum of Perm Proposed Budget**
4	⊟**50-Revenue**	56-Sales and Services Revenue	(1,000)
5	**50-Revenue Total**		**(1,000)**
6	⊟**70-General Expense**	71-Service & Supplies	930
7		76-Indirect Costs	70
8	**70-General Expense Total**		**1,000**
9	**Grand Total**		**-**
10			
11			